UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Administration
Washington, D. C.

July 13, 1942

ADMINISTRATOR'S MEMORANDUM NO. 15

Supplement A

Policy and Procedure for Purchase Programs Other Than Section 32

Conduct of AMA purchase programs and purchase operations which supply the needs of our allies, territories, and other requisitioning agencies is a joint responsibility of the Commodity Branches and of the Purchase Branch. Only through the combined experience, talent, and other resources of all the Commodity Branches and the Purchase Branch can we effectively accomplish the objectives of the Lend-Lease and other purchase programs. To make the most effective use of all our facilities and to prevent duplication of effort or neglect of certain areas of our programs, it is essential that the specific responsibilities of the various organizational units concerned be defined and thoroughly understood. The delineation of responsibilities for carrying out our assignment is as follows:

Commodity Branch Responsibilities: The Commodity Branches shall have available at all times complete and reliable information on current and anticipated requirements for their commodities, present and prospective production needs, available and projected processing facilities, supplies on hand and anticipated volume of imports and exports, AMA and other governmental and non-governmental inventories, location of supplies. In addition the Commodity Branches shall maintain up-to-date technical data on price trends and the general economic situation for their commodities, purchase specifications, and containers suitable for each commodity.

These resources of the Commodity Branches will be drawn on in formulating purchase programs and in determining availability of commodities and drawing up specifications as commodities are requested. The Commodity Branch will receive through the Assistant Administrator, (Mr. Holt) as provided below, copies of all requisitions and communications from requisitioning agencies, such as the British and Russian Food Missions, and where the communications deal with problems of general supply, availability, specification, price and commodity policy, the Commodity Branch will prepare replies to such communications. All formal dealings with the requisitioning agencies except those involving AMA inventories, shipping, storage, delivery and the handling of commodities purchased or under contract to be purchased shall be conducted by the Commodity Branch through the Assistant Administrator as provided below, with major policy questions to be brought to the attention of the Administrator at the weekly purchase meeting in his office.

The commodity branch shall participate in the preparation of purchase announcements, the awarding of contracts, the recommendation of penalties where vendors are unable to fulfill their contractual obligations, and amendments to contracts.

Purchase Branch Responsibilities: The Purchase Branch shall have charge of contracts to purchase, transfer from inventory, shipment, storage, packaging, dealing with vendors under contract, receipt, exchange, transportation, and other handling of all goods purchased. The Purchase Branch is responsible for having inspected the commodities AMA purchases. Inspection will be provided through the inspection service of the appropriate commodity branch.

The Purchase Branch shall take the initiative in the preparation of purchase announcements, issue purchase announcements, receive offers to sell and prepare schedules of such offers. It shall take the initiative in securing agreements with the commodity branches concerned on recommendations for purchase and shall participate in the awarding of contracts.

The Purchase Branch shall handle all dealings with requisitioning agencies on problems of shipping, AMA inventories, storage, delivery, and the like. This includes preparing replies to communications of the requisitioning agencies on the above problems. In dealing with the requisitioning agencies the Assistant Administrator shall be kept fully informed of developments, and communications to the requisitioning agencies shall be routed through the Office of the Assistant Administrator in charge of requirements.

Responsibility of the Assistant Administrator in Charge of Requirements:

The Assistant Administrator shall have general charge of determining over-all requirements of food and other commodities which AMA procures for Lend-Lease, territorial, Caribbean, and all other programs. He will rely on the resources of the commodity branches in making this determination, and will work with other agencies and departments.

All requisitions from requisitioning agencies shall be received in the Administration by the Assistant Administrator. He will be responsible for immediately forwarding requisitions and other communications received to the Purchase Branch and the appropriate commodity branch for their information or action. All communications to requisitioning agencies from the commodity branches or the Purchase Branch will be forwarded through the Office of the Assistant Administrator for his information and clearance. Matters of significant policy shall be prepared for the signature of the Administrator.

The Assistant Administrator shall prepare, or have prepared, the program authority for all purchase programs covered in this memorandum. The program authority shall include the basis of operation and the organization to operate the program, operating limitations, program name and title, and any other items which may be necessary for the direction of the Purchase Branch in its operations.

All requests for purchases will be received by the Assistant Administrator and no action shall be taken upon such requests until approved by the Assistant Administrator. If, for any reason, such directions cannot be carried out, the Purchase Branch shall advise the Assistant Administrator who will take such action as he deems necessary and appropriate.

The Assistant Administrator will, in addition, determine if Purchase and the appropriate commodity branches are agreed on (a) announcements of requests for bids, (b) contract awards, (c) negotiated purchases, (d) amendments to contracts, (e) penalties where the vendor is unable to fulfill contractual obligations. All cases of these types should be brought promptly to his attention. If they are agreed, he will approve them as a matter of course unless he is in doubt, when he will refer the case with his recommendation to the Administrator. If they are not agreed, he will attempt to reconcile differences and if they are not promptly reconciled, he will refer to the Administrator or Acting Administrator for decision.

In the case of penalties, in all cases where they involve in excess of $2,000.00 he will forward the case with the recommendations of the Purchase and appropriate commodity branch and his own recommendation for action by the Administrator.

The Assistant Administrator will prepare weekly summaries of requisitions and other communications from requisitioning agencies. Confidential copies of such summaries shall be furnished to the Associate Administrator, other assistant administrator, all branch chiefs, and the Chief of the Marketing Reports Division.

Reports to the Administrator: All purchases shall be reported weekly by the Purchase Branch to the Administrator. This report shall be in addition to any purchase reports now being prepared. This weekly report will include in tabulated form the list of commodities purchased, quantity, range of prices, estimated costs, name of vendor, name of program under which purchase is made, and agency or agencies for which purchase was made.

Copies of each of these reports shall be sent to the Associate Administrator, the Assistant Administrator, the appropriate commodity branches and the Division of Marketing Reports. These reports shall be confidential insofar as they contain information not now being made public.

Roy M. Henderson

Administrator

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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Administration
Washington, D. C.

November 16, 1942

ADMINISTRATOR'S MEMORANDUM NO. 15

Supplement B

Policy and Procedure on Allocation of Supplies

On several occasions lately the problem has come up of allocating quantities of various items when our purchases fall short of total requirements.

In order to meet this situation, the following steps are to be taken:

1. The commodity branches must assume a sufficiently aggressive procurement policy to prevent such occasions from occurring.

2. If the situation has to be dealt with, the problem of allocating among the several missions and agencies is the responsibility of the commodity branch head or such person as he may designate to carry out that responsibility. In arriving at decisions, the commodity branch head or his designated representative should consult with the liaison men in the Administrator's Office assigned to the several programs and, where necessary, with the Chief of the Distribution Branch.

3. The allocations will to some extent depend on the location of our supplies and their packaging as well as on the extent to which commitments have already been made.

4. It is obvious that no precise formula can be devised for allocation. There are many claimants for available food supplies and the claim of each depends upon circumstances and policies at the time the demand is made. We should use our very best judgment in coming to decisions quickly as to where available supplies of commodities should go. In most cases program liaison men working with appropriate branch chiefs can achieve fair and equitable distribution. If agreement cannot be reached by the commodity branch chief or his designated representative and the program liaison man appeal for determination should be made to the Administrator.

Roy F. Hendrickson
Administrator

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